



ADAM A. HOUSE
Fire Chief

Sacramento Metropolitan Fire District

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ADOPTED ACTION SUMMARY MINUTES – REGULAR MEETING

BOARD OF DIRECTORS
SACRAMENTO METROPOLITAN FIRE DISTRICT

Thursday, June 13, 2024

Held at the following locations:

10545 Armstrong Avenue – Board Room

Mather, California

&

Remotely Via Zoom

CALL TO ORDER

The meeting was called to order at 6:00 pm by Vice President Wood. Board members present: Costa, Clark, Jones, Rice, Saylor, Sheetz, Webber and Wood. Board members absent: Gould. Staff present: Chief House and Board Clerk Rittburg.

PUBLIC COMMENTS

Public comments were not received.

CONSENT ITEMS

Moved by Director Clark, seconded by Rice and carried unanimously by members present to adopt the consent calendar as follows:

- 1. Action Summary Minutes**
Recommendation: Approve the Action Summary Minutes for the Regular Board Meeting of April 25, 2024.
Action: Adopted the Action Summary Minutes.
- 2. Disclosure of Material Expenditure – Insurance Broker Services – USI Insurance Services – \$50,000**
Recommendation: Authorize the payment of \$50,000 to USI Insurance Services for insurance brokerage services.
Action: Approved the payment of \$50,000 to USI.
- 3. Disclosure of Material Expenditure – Excess Workers' Compensation Insurance Services – Safety National Casualty Corporation - \$506,933**
Recommendation: Authorize the payment of \$506,933.00 to Safety National Casualty Corporation for Excess Workers' Compensation Insurance.
Action: Approved the payment of \$506,933 to Safety National Casualty Corporation.

4. **Contract for Employee Assistance Program (EAP) with Concern**
Recommendation: Authorize the Fire Chief or designee to execute a one-year contract with Concern without a competitive RFP process, effective July 1, 2024.
Action: Approved the one-year contract with Concern for the EAP.

PRESENTATION ITEMS

1. **Service Delivery Update**
(AC Jon Rudnicki and AC Michael Johnson)
Recommendation: Receive update.
Action: Received update.
2. **Community Relations Update**
(PIO Parker Wilbourn)
Recommendation: Receive update.
Action: Received update.

ACTION ITEMS

1. **Adopt Resolution – Zinfandel Phase 3 Buildout – Project Authorization & Contract Award**
(Administrative Analyst Erin Castleberry)
Recommendation: Adopt Resolution approving a contract award for design-build services to Diede Construction, Inc for completion of the Zinfandel First Responder Training Facility Phase 3 Buildout; approving a contract amendment with Benham Design, LLC for owner advisor services; and delegation of authority to the Fire Chief or his designee for related acts to effectuate the completion of the project.
Action: Moved by Director Jones, seconded by Sheetz, and carried unanimously by members present to adopt **Resolution 2024-087** approving a contract award for design-build services to Diede Construction, Inc for completion of the Zinfandel First Responder Training Facility Phase 3 Buildout; approving a contract amendment with Benham Design, LLC for owner advisor services; and delegation of authority to the Fire Chief or his designee for related acts to effectuate the completion of the project.
2. **Adopt Resolution – Janitorial Cleaning & Maintenance Services Contract Award**
(Logistics Division Manager Mark Jones)
Recommendation: Adopt Resolution approving a contract award to PRIDE Industries One Inc and authorize the Fire Chief or his designee to negotiate and execute a professional services agreement materially similar to the attached agreement.
Action: Moved by Director Jones, seconded by Costa, and carried unanimously by members present to adopt **Resolution 2024-088** approving a contract award to PRIDE Industries for janitorial services.
3. **Adopt Resolution – Capital Improvement Plan FY 24/25 – 28/29**
(Administrative Analyst Erin Castleberry)
Recommendation: Receive presentation and Adopt Resolution adopting the Capital Improvement Plan FY 2024/2025 – FY 2028/2029.
Action: Moved by Director Rice, seconded by Costa, and carried unanimously by members present to adopt **Resolution 2024-089** adopting the Capital Improvement Plan FY 2024/25 – FY 2028/29.

4. **Adopt Resolutions – FY 2024/25 Preliminary Budget**

(CFO Dave O'Toole)

A. Resolution – 2024/25 Preliminary Budget for the General Operating Fund 212A

B. Resolution – 2024/25 Preliminary Budget for the Capital Facilities Fund 212D

C. Resolution – 2024/25 Preliminary Budget for the Grants Fund 212G

D. Resolution – 2024/25 Preliminary Budget for the Development Impact Fees Fund 212I

E. Resolution – 2024/25 Preliminary Budget for the Leased Properties Fund 212L

F. Resolution – 2024/25 Preliminary Budget for the IGT Fund 212M

G. Resolution – 2024/25 Preliminary Budget for the Special Projects Fund 212S

Recommendation: Receive presentation and Adopt Resolutions adopting the Preliminary Budget for the fiscal year ending June 30, 2025.

Action: Moved by Director Rice, seconded by Jones, and carried unanimously by members present to adopt **Resolution 2024-090** adopting the Preliminary Budget for the General Operating Fund 212A.

Action: Moved by Director Jones, seconded by Rice, and carried unanimously by members present to adopt **Resolution 2024-091** adopting the Preliminary Budget for the Capital Facilities Fund 212D.

Action: Moved by Director Jones, seconded by Rice, and carried unanimously by members present to adopt **Resolution 2024-092** adopting the Preliminary Budget for the Grants Fund 212G.

Action: Moved by Director Jones, seconded by Rice, and carried unanimously by members present to adopt **Resolution 2024-093** adopting the Preliminary Budget for the Development Impact Fees Fund 212I.

Action: Moved by Director Jones, seconded by Rice, and carried unanimously by members present to adopt **Resolution 2024-094** adopting the Preliminary Budget for the Leased Properties Fund 212L.

Action: Moved by Director Jones, seconded by Rice, and carried unanimously by members present to adopt **Resolution 2024-095** adopting the Preliminary Budget for the IGT Fund 212M.

Action: Moved by Director Jones, seconded by Rice, and carried unanimously by members present to adopt **Resolution 2024-096** adopting the Preliminary Budget for the Special Projects Fund 212S.

REPORTS

1. PRESIDENT'S REPORT - *(President Goid)*

None

2. FIRE CHIEF'S REPORT — *(Chief House)*

Good evening, President Goid, Directors, Colleagues, and Members of the Public.

New Hire

Please join us in welcoming:

- Gloria Gladys, hired for the position of Emergency Medical Services System Technician in the EMS Division, effective May 6.

Retirements

Please join me in congratulating Logistics Manager Mark Jones and Grant Specialist RMarie Jones on their retirement from the District effective July 1. Mark is retiring after approximately 19 years of service and RMarie after 12 years of service. We wish them well in their future endeavors.

Events

- On 5/31, Shift Commanders Fiorica, Keeley, and I attended the 23-1 Cal-JAC Paramedic Academy Graduation. Graduates will be added to the Cal-JAC's Firefighter Candidate Testing Center Statewide Eligibility List, a primary firefighter hiring and recruitment list used by more than 175 departments throughout the State.
- Thank you to the members who helped coordinate Station 51's Open House on June 1 and those who attended this community event, including Director Costa. It was a well-attended event.
- Also, thank you to COR for coordinating the Promotion Ceremony on Tuesday. We gathered to honor the milestones and accomplishments of 19 members who were promoted between October 2023 and June 6. It was a well-planned and attended event. Thank you to everyone who contributed to making it memorable.
- Metro Fire hosted the National League of California Cities Public Safety and Crime Prevention Committee meeting at our Headquarters building yesterday. We had the pleasure of speaking with the Committee members and guests about:
 - Metro Fire's partnership with the City of Rancho Cordova
 - Firefighter Recruitment & Retention
 - Fire Prevention Policy Considerations
 - MIH
 - American Wildfire Problem "WUI"

The District looks forward to enhancing our collaboration with the Committee on Federal policy.

OPERATIONS REPORT – (Deputy Chief Mitchell)

The only item on the Ops Board Report tonight will be BC Russell discussing the status of our VMP/Training burns. He should be able to provide some bullet points.

Board Presentation June 13, 2024 – Grant Russell

- 2024 live fire wildland training and vegetation management projects (VMP).
- Two burns completed in Battalion 14, to date.
- Both burns were in the Illa Collin Nature Preserve in the community of Mather.
- One burn was 125 acres and the second was 75 acres.
- Third burn is scheduled for June 14, 2024.
- One burn was cancelled due to weather.

- Drills have been interagency, involving Metro Fire, Sacramento Department of Air Ports and Cal Fire Amador -El Dorado Unit.
- Focus has been on interagency coordination, operations and communications, with all participating agencies integrating into the drill in all levels regardless of agency.
- Every effort has been made to get as many of our newest members to the drills.
- Burns assist the Sacramento County Parks and the Center for Natural Lands Management, that manages the preserve in reintroducing fire into the landscape, reducing hazardous fuels buildup, and the reduction in invasive plant species in the preserve.
- Benefit of this training was realized during the response to the Grant Fire on June 11, 2024 on Grant Line Rd at White Rock Rd.
- Crews responded to a 120-acre fire in State Responsibility Area within Metro Fire's jurisdiction.
- Metro Fire crews and Cal Fire crews integrated into a unified command structure, worked seamlessly in the suppression of the first significant vegetation fire this year.
- Metro Fire responded with 6 engines, 2 water tenders, 1 dozer, 1 helicopter and multiple chief officers, while Cal Fire responded with 6 engines, 3 hand crews, 2 dozers, 1 air attack, 4 air tankers and 1 helicopter and several chief officers.
- Training prior to large incidents with our cooperating agencies makes for a more effective and coordinated fire response, as demonstrated yesterday.

Deputy Chief Mitchell presented Battalion Chief Grant Russell with his 30-year service pin.

ADMINISTRATIVE REPORT – (Deputy Chief Bailey)

No Report

SUPPORT SERVICES REPORT – (Deputy Chief Wagaman)

Facilities:

- Station 51 open house preparation
 - 4 yards of decorative rock was delivered to freshen up landscaping.
 - All app bay lights have been replaced and retrofitted with new high efficient, LED fixtures.
 - Replaced all broken and stained ceiling tiles.
- Roofs
 - Station 21 "C" building major roof repairs completed.
 - Station 24 major roof repairs completed and new curb set for new remote hood blower.
 - 2101 Hurley polyuria coating completed.
- Station 50 dormitory
 - Dormitory is complete. Contractor is now working on required ADA upgrades for AP 24.
- Station 22
 - Driveway and parking lot seal and stripe is complete.
- Station 65
 - Dorm side HVAC package unit has been replaced and is up and running

Fleet:

- The six new Braun Ambulances on Chevy Chassis from FY 23/24 will be delivered next week

IT:

- No report

CRRD:

- Congratulations to Assistant Chief/Fire Marshal Barbie Law on her 30 years of service anniversary on May 2.
- Its weed abatement season. CRRD sent out 689 notice to abate letters on May 01, and completed the first round of inspections the week of 1st week in June. The second notice to abate has been sent to 148 parcels, and the 2nd round of inspections will occur the 2nd/3rd week in June.
- Roughly 78% compliance with the first round of inspections.
- Fire Investigator Sargent successfully completed probation on June 12th. Congratulations!
- Investigator Morton arrested a suspect on the Jackson & Excelsior fire which occurred on June 10th in B9.
- Metro Fire hosted the Sacramento Regional Fire Prevention Officers meeting earlier today.
- Fire Investigators and Inspectors will be attending training provided by Office of State Fire Marshal on fireworks laws and regs, recognition of safe-and-sane and illegal fireworks/explosives, resources for local agencies, fireworks safety, and burn statistics.
- Fire Investigators and Inspectors will also be attending training for the Sacramento Sierra Arson taskforce on June 18th in Placer County

3. SMFD – FIREFIGHTERS LOCAL 522 REPORT (Firefighter Mike Gildone, *Local 522 Director*)

Firefighter Gildone here in place of Sean Scollard. We attended the PFAS rally at the state Capital on May 29th in support of AB 2408 that would ban the use of harmful and cancer-causing chemicals in firefighting equipment. At the rally, one of our members spoke about his experience with cancer. Standards of Cover is a great document but it can't quantify what it feels like to be out on the road.

4. COMMITTEE AND DELEGATE REPORTS

All Committee Meetings will be held at the Sacramento Metropolitan Fire District Board Room, 10545 Armstrong Avenue, Mather, California unless otherwise specified.

A. Executive Committee – (President Goold)

No Report

B. Communications Center JPA – (AC Greene)

No Report

C. Finance and Audit Committee – (Director Jones)

No Report

D. Policy Committee – (Director Saylor)

Met tonight on one administrative policy, Timekeeping and Attendance Policy, which was edited to correct the number of shifts in a 24-day work cycle from ten to eight and also defined the District's 7-minute rule for rounding of time on Oracle timecards.

BOARD MEMBER QUESTIONS AND COMMENTS

Director Saylor – thanks for the great presentations tonight. Congratulations to BC Grant Russell and AC Barbara Law on 30 years with the District and receiving their pins.

Director Costa thanked the crew of Station 51 for a great open house on Saturday, June 1st.

Director Jones – thanks for the thorough presentations and action items tonight. Congratulations to Grant Russell, Barbara Law and Brenda Briggs on 30 years with the District. Thank you to the Community Emergency Response Team (CERT) for doing such a great job at so many events such as at the Great American Triathlon, they are always there working with security and first aid. Cordova Community Council held a very moving Memorial Day event honoring those who have served.

Director Webber congratulated Mark Jones and RMarie Jones on their retirements.

Director Clark echoed the sentiments of his colleges and thanked Chief House for his leadership.

Director Rice stated he appreciated how thorough the presentations were tonight from Erin Castleberry and Dave O'Toole to give us a good look into our future. The Service Delivery Update presentation from EMS was very beneficial and what you are doing is truly cutting edge. I'm honored to be a part of this Board and serve the community of Division 7.

Director Sheetz echoed the sentiments of the other Directors and wished all the Fathers a Happy Father's Day.

Director Wood - reminder that The Firefighters Burn Institute Luau on the Links will take place on Saturday, June 29, 2024 at Haggin Oaks and tickets are on sale now, please go to <https://ffburn.org/>.

CLOSED SESSION:

The Board recessed to Closed Session at 8:26 p.m. on the following matter:

1. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION – Pursuant to California Government Code Section § 54956.9(d): One Case

1. Anthony Benelisha and the Sacramento Metropolitan Fire District
Claim No. 23-173286
Colin Connor of Lenahan, Slater, Pearse & Majernik, LLP

CLOSED SESSION REPORT OUT:

The Board reconvened to open session at 9:26 p.m. General Counsel Lavra reported the Board met in closed session on one matter: Workers' Compensation claim of Anthony Benelisha, no reportable action was taken in closed session.

To view the video of the meeting, please visit the Metro Fire Website or our YouTube channel:

<https://metrofire.ca.gov/2024-06-13-board-meeting>

https://www.youtube.com/channel/UC9t-uKlc_oOUGNrmogdQ_QA

ADJOURNMENT

The meeting was adjourned at 9:27 p.m.



Ted Wood, Vice President



Jennifer Sheetz, Secretary



Marni Rittburg, CMC, Board Clerk